

City of Wenatchee
Request for Proposals
City of Wenatchee
Hale Park Phase One Project
Project #1525

The City of Wenatchee is requesting proposals for professional consultant services to complete design engineering and construction management services for the City of Wenatchee Hale Park Phase One Project.

I. DESCRIPTION/BACKGROUND

Hale Park is a 4.97 acre property, acquired by the City of Wenatchee in 2013. It is located in South Wenatchee at the terminus of South Worthen Street. The property is nestled between the 10 mile long, Apple Capital Recreational Loop Trail, Columbia River, Burlington Northern Railroad tracks and private property.

This project will complete the final design engineering and the first phase of construction of the park. Creation of the concept plan for the property came as the result of several highly publicized and well-attended public processes including: The South Wenatchee Sustainable Design Assessment Team Process which focused on needed improvements in South Wenatchee; the Parks, Recreation and Open Space Comprehensive Plan; the Dog Off Leash Area Study; Hale Park design meetings and open houses; City Council "Let's Talk" meetings; and Park Board and regular City Council meetings. These processes included over 40 public meetings and open houses.

Construction activities include: Installation of water and irrigation systems; creation of an open grassy area with shade trees for picnicking with berms for informal seating and play; and construction of a fully fenced, off leash recreation area which includes the addition of shade trees, irrigation, drinking fountain and entry plaza.

A Cultural Resources Report, Phase One Environmental Assessment and site boundary survey have been completed. The City has received a shoreline permit for the project.

The project should consider a future phase of the project which includes: The addition of the fountain plaza, picnic shelter, children's play areas, concrete bmx/skate area, permanent restrooms, parking, lighting and additional landscaping. There is currently no funding available or timeline for the completion of this phase.

To provide funding for the project, the City of Wenatchee applied for, and received a State of Washington Recreation Conservation Office WWRP Grant in 2014.

The City is soliciting proposals from qualified firms or individuals interested in conducting the tasks generally listed in the Scope of Work below. Qualified firms or individuals should have experience in completing design engineering and construction management of public outdoor recreation projects.

II. PRELIMINARY SCOPE OF WORK (SOW)

The preliminary project Scope of Work generally includes the following, albeit additional tasks may be identified during contract development:

Phase 1 (Design Engineering and Bidding Services)

Scoping and Coordination Meeting(s) – This task includes scoping meetings with City staff to discuss goals and objectives, schedule, deliverables, level of detail, planning concepts and evaluation procedures. The consultant shall propose project coordination meetings as considered necessary to complete the work.

Architectural and Design Engineering – The consultant will be required to provide all architectural, landscaping, and engineering design and related services necessary and required to refine the existing conceptual plan and take the project through to completion. This includes: preparation of construction plans and specifications, and preparation of bid documents. An intermediate set of construction documents shall be submitted at approximately 60% of design completion. This shall include typical cross sections, plan and profile sheets, drainage, storm and erosion control plans, utility plans, traffic control plan, technical specifications and project special provisions, detailed cost estimate and revised general notes. The 60% documents are required to be approved by the State of Washington Recreation Conservation Office.

Survey – The consultant will be responsible for completing all survey work and analysis necessary to complete the design. The property boundary should be used as a guide for the extent of the survey. Some site boundary survey data is available.

Permitting – The consultant shall develop plans and specifications with information to allow the contractor to obtain all permits required to complete the construction of the project.

Bidding Services – The consultant shall prepare construction documents using standard city documents and processes to accompany the plans and specifications. The consultant will advertise for bids, answer bidder questions, review and tabulate bids, and make a recommend award to the apparent low bidder,

Phase 2 (Construction Services)

Construction Management – The consultant shall provide all construction management services necessary and required for the procurement and oversight of contractors, inspection, supervision, management, coordination and administration of the project, so that the required construction work is properly executed, completed within budget and in a timely fashion and conforms to the requirements of the construction documents and to good construction practice. The consultant will be required to provide such services from project commencement through substantial completion, final acceptance, and project close-out. The consultant will work closely with the city for processing payments and addressing change order as necessary.

As-built Documents and Reports - The consultant shall provide as-built drawings upon completion of construction. The consultant shall also provide all materials documentation including O&M manuals if any.

III. Submittal Requirements

General

The proposal shall be in the format described below and each page shall be identified with the project name, proposer's name, and page number.

Cover Letter

The proposal shall include a cover letter, not exceeding two pages in length, which summarizes the key points.

Demonstrated Experience, Schedule & Budget

The proposal shall list previous work experience that demonstrates the ability to complete design engineering and construction management services of public outdoor recreation projects. At a minimum, the following information should be included, as appropriate:

- 1) The name of the Principal in charge of the project and the Project Manager
- 2) A list of sub-consultants and their experience related to the scope of work, if sub-consultants are to be utilized.
- 3) The company's philosophy and strategies used to ensure projects are completed on schedule and within budget.
- 4) Any particular aspects of your organization that, by way of background, experience, unique qualifications, or other basis, sets your company or team apart from the competition in its ability to accomplish this particular SOW.
- 5) A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- 6) Minimum of two examples of similar projects completed by the firm with references and contact information.

Staff may contact the references to gain additional information on the firm's performance.

IV. SUBMITTAL LOCATION & DEADLINE

Submittal Location

Interested consulting firms or individuals shall submit an original and three copies (4 total) of the proposals to:

David Erickson
Parks, Recreation and Cultural Services Director
City of Wenatchee
1350 McKitttrick Street
Wenatchee, WA 98801

Hand delivered copies may be delivered to the address above between 8:00 a.m. and 5:00 p.m., Monday through Thursday.

Questions regarding this RFP should be directed to Mr. Erickson at 509-888-3280 or Derickson@wenatcheewa.gov.

Proposals Due

All proposals must be sealed in an envelope and identified as "Hale Park Phase One Project". Submittals must be received not later than 5:00 P.M., Monday, January 25, 2016. No submittal or supplemental information will be considered after this time.

VI. ANTICIPATED SCHEDULE

Request for Proposals	January 4, 2016
Proposal Submittal Deadline	January 25, 2016
City Complete Review of Proposals	January 29, 2016
Consultant Selection	February 4, 2016
Detailed SOW and Budget Complete	February 18, 2016
City Council Award Contract	February 25, 2016
Contracts Signed - Notice to Proceed	March 4, 2016
Project Construction Complete	October 30, 2017

VII. CONTRACT

The City intends to contract with the selected firm using the City's Standard Consultant Agreement. The final agreement will incorporate the agreed upon scope of work, responsibilities, deliverables and schedule. Contract award will be authorized by the Wenatchee City Council.

VIII. GENERAL COMMENTS

Any cost incurred by the respondents in preparing and submitting a proposal or making an oral presentation shall be the respondents' sole responsibility.

All responses, inquiries or correspondence relating to this proposal will become the property of the City of Wenatchee. Proposals will be made available for public inspection upon selection of a consultant and return of signed contract.

Exhibit A – Project Site Location with approximate boundary shown

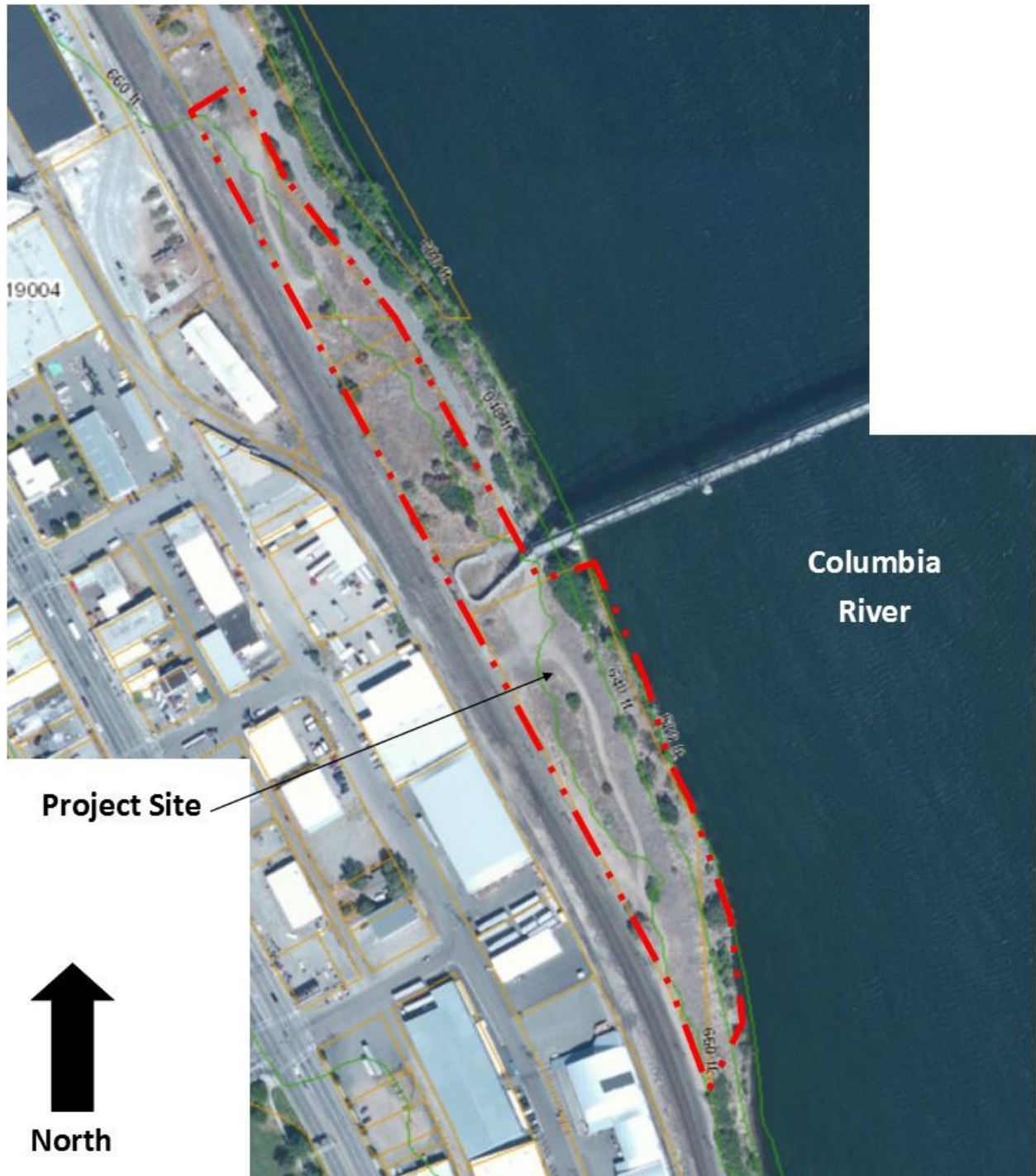


Exhibit B – Concept Plan

The illustration below show the overall concept. Phase one is only a component of the overall plan.

